TITLE: **Ignite Institute Principal**

QUALIFICATIONS:

1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration or holds a vocational school principal certification
2. Rank I or II certificate status
3. Minimum of three (3) years successful teaching experience and two (2) years successful school administration

REPORTS TO: Chief Academic Officer/Deputy Superintendent, or designee

SUPERVISES: All Kenton County School District and Boone County Schools’ employees assigned to the IGNITE Institute

JOB GOAL:

To use leadership, supervisory and teaching skills in managing the day to day educational and instructional services to ensure the IGNITE Institute program provides a world-class education ensuring all scholars are transition ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for world-class curriculum development addressing the educational needs of all IGNITE Institute scholars and develops plans for meeting these needs; incorporate project based learning (PBL) into curricula
2. Oversees the implementation of career ready curricula and assessment according to Kentucky Department of Education (KDE) and Career and Technical Education (CTE) requirements
3. Ensures the integration of CTE requirements with KDE’s graduation requirements to ensure all scholars are transition ready
4. Oversees the accountability of Career and Technical programs to the Department of Education and the Workforce Development Cabinet for scholar completion rates, placement rates and level of achievement
5. Insures Career and Technical programs meet the needs for state and federal funding
6. Oversees the selection and distribution of instructional materials
7. Manages the daily operations and logistics of the IGNITE Institute
8. Leads the school and teachers to make effective use of community resources including individual, business, government agencies and educational institutions
9. Ensures teachers collaborate on assigned co-teaching teams and incorporate PBL into lesson planning
10. Assumes responsibility for maintaining scholar/teacher performance data required to evaluate the success of the school
11. Greets incoming scholars throughout the year, schedules their classes , explains school procedures and practices, and generally orients them to the IGNITE Institute
12. Oversees attendance records of all scholars and works closely with scholars, parents, teachers and District administration to insure regular attendance on the part of each scholar
13. Assumes responsibility for administration of all scholar discipline in the school
14. Supervises the preparation of scholar schedules
15. Supervises completion and filing of all scholar records
16. Coordinates with scholars’ home high schools to ensure graduation requirements are met
17. Supervises, evaluates and counsels all staff members and substitutes regarding their individual performance
18. Develops the master teaching schedule and recommends any special assignment(s)
19. Conducts staff meetings to keep members informed regarding policy changes, new programs and scholar performance
20. Provides ongoing professional standards-based and growth learning
21. Coordinates IGNITE Institute allocation of federal funding through Carl Perkins legislation. This requires the integration of colleges into the technical program
22. Organizes and implements IGNITE Institute scholar and faculty presentations
23. Oversees co-curricular and extra-curricular activities and be responsible for the safety of the scholars and the security of the building at these events
24. Uses effective interpersonal communication skills to communicate with all IGNITE Institute stakeholders
25. Participates in establishing and maintaining community relations, including the use of the school facility and soliciting advisory committee’s recommendations needed for scholar college and career readiness
26. Maintains communication with, and facilitates the collaboration between, the business community and the IGNITE Institute to keep college/pathway offerings in line with workforce needs
27. Supervises the maintenance of all required records and prepares reports as requested
28. Keeps current with all educational developments and practices related to assignment
29. Interprets and enforces the observation of all applicable board policies, school policies, rules and safety regulations
30. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
31. Performs other responsibilities as assigned by the supervisor

TERMS OF EMPLOYMENT:

* Days per fiscal year: 242
* Salary Schedule: Boone County Certified Salary Schedule plus IGNITE stipend plus index

EVALUATION:

Performance of the position will be evaluated annually by Chief Academic Officer/Deputy Superintendent, or designee

APPROVED: MM/DD/YYYY